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## CENTRAL REGION COUNCIL ON WORKFORCE SERVICES

### Monthly Meeting

Thursday, September 26, 2002

12:45 p.m.

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Presiding: Jane Reister Conard, Acting Chair

Present: Susan Archibeque, Edward Armour, Allan Ayoub, Greg Diven, Norman Fitzgerald, Brad Maughan, Kerry Steadman, Russ Thelin, Megan Weisen and Dean Walker.

Excused: Kathleen Gage, Stephen Goodrich, Paul Jackson, Stephen Ronnenkamp, Erin Trenbeath Murray, Commissioner Gene D. White, Councilman David Wilde and David Quinlivan.

Absent: Jan Cook, Brent Goodfellow, Bo Hall, Elizabeth Heath, Richard Justice and Julie Zimmerman.

Guests/Volunteers: Cheryl Adams (representing Commissioner Gene D. White), Chris Bray, Cynthia Brothers, Dee-Dee Darby Duffin, Charles Daud, Steve James, Doug Johnston, Akilah Messado, Gay Pinnecoose and Karen Silver.

Staff: Kim Auberger, Leno Franco, Diane Lovell, Ken Martinez, Melissa Olsen and Verene Froisland.

### **Call to Order & Announcements**

Jane Reister Conard called the meeting to order at 12:45 p.m. and welcomed all those in attendance. Jane then introduced two prospective members, Cynthia Brothers, HR Director for Salt Lake Specialty Medical Center, and Charles Daud, CD Accounting & Tax Services. Jane also introduced Douglas Johnston, Dee-Dee Darby Duffin, Stephen James and Dean Walker as individuals who are interested in membership on the Council.

Jane announced the Council of Councils Meeting that will be held on October 10-11 in Cedar City. All of the Regional Councils and the State Department of Workforce Services Council will be meeting together. Jane then noted that members could contact Diane Lovell for help in making reservations and to find out about the per diem allowed for the trip.

Jane recognized new members who have agreed to participate on Council committees. Susan Archibeque will be serving on the Youth Council and Greg Diven will be serving on both the Marketing Committee and Basic Needs Committee. Jane then stated that it is really important that each Council member participate on one or more committees because that is where the real energy is.

Jane spoke concerning the Governor's 1000-Day Plan and noted that the Central Region has particular goals and action steps that need to be worked on for the Central Region and for the State Department of Workforce Services. The Governor's 1000-Day Plan is to assure that the momentum we had during the Olympics (i.e. business activity and the promotion of the State in general) does not slip away. Jane then stated that the Council would be focusing more on the 1000-Day Plan at its upcoming meetings.

Jane stated that there was a very successful Training Vendor Fair sponsored by the Central Region Council on Friday, September 13<sup>th</sup>. Training Vendor Fairs provide an opportunity for the department's Employment Counselors to meet the vendors who provide training and to learn more about the programs. Training Vendor Fairs are held quarterly and the next one will be held in January or February.

Jane recognized and congratulated Leno Franco as the Department's new Administrative Services Manager.

**Action on Minutes of Youth Council, Regional Council and Executive Committee Meetings**

**Due to lack of a quorum, the Acting Chair stated that approval of the minutes would be deferred until the next regular Council Meeting.**

**Nominations for and Approval of Council Chair**

Jane asked if the Council would like to take action on this item or defer it until the next meeting. Council action would need to be ratified by the full body at the next Council Meeting.

Allan Ayoub stated that in reading the Statute it appears to him that it says that if there is a vacancy on the Council the appointment is made for the unexpired term of the member leaving. The Statute is very silent in terms of whether or not that has anything to do with the Chair, so he is not sure what the Statute says with respect to how the Council deals with an unexpired term for the Chair. Allan then stated that it would seem to him that the logical progression would be that that person would fill the unexpired term since that seems to be the general direction of the Statute.

Jane stated that the Council has asked for clarification and a legal opinion. In speaking with Raylene Ireland she found out that the legal opinion is taking time and that Raylene was under the impression that the Council would not be meeting in September. Raylene regrets that there is not a legal opinion at this time and hopes to have it as soon as possible.

Norm Fitzgerald asked if a term is calendar oriented or term oriented?

Brad Maughan stated that it is his assumption the terms are calendar based on the State of Utah fiscal year.

Norm then asked if a term goes from July to July? Brad responded in the affirmative.

Russ Thelin stated that one of the things he read in the Statute relative to appointing a Chair is that the appointment should be in consultation with the Regional Director. Russ asked for clarification on that element of the Statute and on Brad's role in the process, given that the current discussion involves submitting a recommendation for Chair to the Consortium of Counties.

Brad indicated that he met with Jane last week to talk about this issue because the Statute is not totally clear. During that meeting he mentioned to Jane that he advocates a check and balance system. Brad then stated that he is not a voting member and based on past practice was unable to serve in the process of selecting a Chair. This does not correspond to a good check and balance system for the Council and the Department. Brad went on to say that he thinks that it is important that the Council make known whom they would support as Chair because that support is critical.

Russ stated that he agrees with Brad and he feels that the Council does need to have a unified voice in their recommendation. Russ then noted that Brad is the established liaison between the Department and this Council with the Council being established under Statute. As such, there needs to be an appropriate liaison so that what happens within the Council appropriately follows the mission and purpose of the Council.

**Allan Ayoub moved that the Council recommend to Brad Maughan and the Consortium of Counties that Jane Reister Conard serve Mickey Adams Grames unexpired term as Chair of the Central Region Council subject to ratification. Norm Fitzgerald seconded the motion.**

Jane noted for purposes of predictability, stability and making sure that the Council is functioning and has a voice, it is her personal recommendation that the Council needs to move forward by voting today and then have the action ratified at the next Council meeting.

**Allan then amended his motion to include that the Executive Committee ratify the action.**

Kerry Steadman asked if the Council would be better served to have ratification go to the members at large of rather than a smaller group like the Executive Committee. Terry stated that the recommended

appointment of the Chair should encompass all voting members – providing an opportunity for everyone to be part of the selection process.

Jane stated that according to Robert's Rules of Order, when there is a lack of a quorum, action can be taken but the action must be ratified at the next regular meeting of the body.

**The amendment to the motion died for lack of a second.**

**Jane then called for the vote on Allan's original motion; that the Council recommend to Brad and the Consortium that Jane Reister Conard serve Mickey Adams Grames unexpired term as Chair of the Central Region Council subject to Council ratification. All voted "Aye". The motion passed.**

Jane stated that this item would be on the agenda for the Council's next regular meeting. Jane then stated that she appreciates the Council's vote of confidence and that she will do her best to work with Brad, the Department and the Council.

Kerry stated that the Council ought to consider contacting people who were not at the meeting to see if they would ratify this decision prior to the next meeting. Kerry then asked that if the absent members were contacted and they indicated they would vote in the affirmative, would those votes be binding and would there then be a need to ratify the action at the next meeting? Kerry again stated that he feels each member should have an opportunity to express his or her vote.

Jane stated, according to Robert's Rules of Order, a group could specify a procedure for proxy votes, but the Council does not have a procedure. She then stated that she felt that because a quorum was not present, the Council could not set up a procedure and would need to consult with DWS legal counsel to determine if such a procedure could be set up in the future.

Kerry requested that the Department inform the Council as to whether or not calling the absent members can be considered in the future.

Jane stated that Kerry's request was duly noted and will be forwarded to the Department of Workforce Services.

#### **Proposed Meeting Calendar – October 2002 thru January 2003**

**After reviewing the proposed meeting calendar included in the packets, Norm moved that the Council hold their regularly scheduled meeting on October 24<sup>th</sup> then meet on November 21<sup>st</sup> and dispense with December's meeting. Russ seconded the motion.**

**Greg Diven offered an amendment to Norm's motion by suggesting that the Council not meet on November 21<sup>st</sup> because he feels that it would be better to have a Council meeting on December 5<sup>th</sup>, about mid-way between the October and the January meetings. He then suggested that the proposed December 5<sup>th</sup> Executive Committee meeting be moved to the following week.**

**Norm accepted Greg's amendment.**

Jane stated that the Executive Committee meets as needed and the main purpose of the Executive Committee is to prepare an agenda for the next meeting. Since the Executive Committee is scheduled to meet on January 9<sup>th</sup> it will not be necessary to have an Executive Committee meeting after the December 5<sup>th</sup> Council meeting.

**Jane restated the motion; that the Central Region Council meet October 24<sup>th</sup>, the regular scheduled meeting date, cancel the November meeting and reschedule the December meeting to December 5<sup>th</sup>. If a quorum is not present at the December 5<sup>th</sup> meeting, Council actions will be subject to ratification. All voted "Aye". The motion passed.**

#### **Approval of Membership Nomination – Dean Walker**

**Ed Armour moved to approve the membership nomination of Dean Walker, LDS Employment Services, subject to ratification. Allan seconded the motion. All voted “Aye”. The motion passed.**

#### **DWS Business Services Request for Funding**

Kim Auberger requested this item be tabled until the next meeting.

**Allan moved to table the DWS Business Services Request for Funding until the October 24 meeting. Ed seconded the motion. All voted “Aye”. The motion passed.**

#### **Committee/Task Force/Staff Reports**

**Membership** – Jane referred to a chart in the Agenda Packet that lists current membership, vacancies and potential members. Jane then asked if anyone had any suggestions for filling the vacancies to contact either herself or Diane.

**Basic Needs Committee** – There was no report at this time.

**Government Relations** – There was no report at this time.

**Facilities** – Norm stated that the West Valley facility is continuing to move along. Norm then asked about the status of the demographic information that he requested as to the best location for a South Valley facility.

Leno responded that he would research Norm’s request and have the information available for the next Council meeting.

**Training & Development** – Tech Skills, an approved training provider, has requested approval of additional courses. Due to lack of a quorum, the Committee will present this request at the next Council meeting. Norm then stated that the DWS internal checklist for new vendors/providers has been updated to include financial statements as well as a few other items. Currently, the Central region vendor/provider application includes requirements that are over and above those required by the WIA law and the State Council.

**Marketing Committee** – There was no report at this time.

**Child Care Brainstorming Task Force** – There was no report at this time.

**Agency Task Force** – There was no report at this time.

**Youth Council** – There was no report at this time.

**Finance Committee** – Jane stated that the Finance Committee completed its first action, which was to request a “budget primer for the Council. John Nixon, DWS Finance Director made a presentation at the last meeting covering DWS finances, budget and funding sources. She indicated that copies of the slides from Mr. Nixon’s presentation were available.

**Fiscal Report** – Leno referred to the fiscal report for Central Region that was included in the packet. Leno made note that the Department is doing well in its personnel service dollars as a result of the Regional Director’s (Brad) campaign. Yesterday the Department received additional dollars raising its Full Time Equivalent (FTE) authorization to 532 staff for Fiscal Year 03.

#### **CAP Help Desk Report**

Karen Silver began her report by stating that the Help Desk project started about 18 months ago with the idea that Salt Lake Community Action Program (CAP) would go out to the local employment centers once a month and offer information about CAP programs and other community events. While visiting the employment centers CAP representatives would see if there were any troubleshooting issues that could

be resolved that would help customers flow easier within the system by getting the supportive services that they needed. Karen referred to and discussed two reports; November 2001 to May 2002 as well as June 2002 to August 2002.

Karen then spoke regarding the DWS comments by stating that CAP representatives handle those by first going directly to the managers of the Employment Centers to see what can be done at that level to resolve the issues.

Jane then thanked Karen for her report and stated that she provides an important source of information to the Council because one of the Council's purposes is to collaborate and make sure that clients and customers get information about DWS and other services.

#### **Regional Director's Report**

Brad gave a slide presentation that included an Annual Review for 2002 and a Strategic Plan for 2003. As a matter of procedure, he has taken this presentation to all of the Employment Centers because they are very important and need to know whether or not the Department was successful in the preceding year (2002) and what it will take to be successful in the upcoming year (2003). Brad noted that work increased in all categories and that work had to be done with the same number of people. Overall, Fiscal Year 02 was successful for the Central Region.

A brief discussion followed as members asked questions about the presentation. Jane then noted that if there were any other specific questions or suggestions relating to the presentation, to please contact Brad.

#### **Old Business**

There was no old business.

#### **New Business**

There was no new business.

#### **Public Comments**

Karen Silver stated that the Department as a whole is working on making services better for customers as well as workers. She then stated that there is a group working on improving the food stamp and general public benefits applications by making them shorter and easier to understand.

As there was no further business, the meeting adjourned at 2:21 p.m.